

## PERFORMANCE EVALUATION PLAN

1. The Contracting Officer's Representative (COR) is Kenneth Powers and will act in the same capacity of the Fee Determining Official.
2. In the event of the absence of the COR, the Contracting Officer (CO) will assume the function of the COR. Technical and functional experts, as required, will serve to assist the COR and CO in an advisory capacity. These experts, if used, will provide a recommendation of fee earned.
3. The Performance Evaluation Plan (PEP) may be unilaterally changed by U.S. Department of Energy. Changes will apply to subsequent award fee periods.
4. Formal evaluations will be made only at the end of award fee periods. Interim evaluations will not be used. This does not preclude normal contract monitoring activities and performance discussions with the contractor.
5. The award fee will be determined based on the contractor's evaluated performance during each award fee period. The first award fee period will begin on contract award date and end six months later. Successive award fee periods will follow in six-month increments in accordance with contract Clause H.37, PAYMENT OF BASE AND AWARD FEE, until the end of the contract. The last award fee period will be adjusted to coincide with the end of the contract.
6. The amount of award fee available for a given award fee period is as follows:

### Basic:

<u>Evaluation Period</u>	<u>\$ Amount</u>
1 <sup>st</sup> Evaluation Period	\$355,013.00
2 <sup>nd</sup> Evaluation Period	\$355,013.00
3 <sup>rd</sup> Evaluation Period	\$368,456.00
4 <sup>th</sup> Evaluation Period	\$368,456.00
5 <sup>th</sup> Evaluation Period	\$564,779.50
6 <sup>th</sup> Evaluation Period	\$564,779.50

### Evaluation Period                      \$ Amount

#### Option 1:

1 <sup>st</sup> Evaluation Period	\$585,986.50
2 <sup>nd</sup> Evaluation Period	\$585,986.50

#### Option 2:

1 <sup>st</sup> Evaluation Period	\$608,004.00
2 <sup>nd</sup> Evaluation Period	\$608,004.00

7. Award fees available but not earned in one period will not be carried forward to subsequent award fee periods. The option(s), if exercised, will be considered separately for award fee

purposes. The available award fee pool for the basic period is listed in Section B.3 and the option periods in Section B.7.

8. The following procedures will be used to determine the award fee earned:
  - a. Within five (5) working days after the end of each evaluation period, the contractor must provide to the COR a written self-assessment of performance during the period. The self-assessment should discuss major accomplishments made in any Task or Management Performance Categories/Items during the period. The self-assessment may also discuss other accomplishments deemed worthy of consideration during the performance period. The self-assessment should also include the contractor's self-assessment of issues and corrective actions to mitigate deficiencies.
  - b. Within twenty (20) working days after the end of each evaluation period, the COR shall evaluate the contractor's performance during that period. The COR will use the criteria outlined in Attachment No. 1, the contractor's self-assessment and any other available information. The COR shall evaluate the contractor's self-assessment and consider its realism as part of their evaluation of the contractor's performance. The thoroughness and candor of the report will be considered by the COR as an indicator of the degree to which the contractor seeks out problems and solutions, and as an indicator of the contractor's understanding of contract issues. The COR may use any person it deems necessary as an advisor to assist in evaluating the contractor's performance. All data items submitted during and/or for an evaluation period will be used to evaluate the contractor's performance in that period. While it is recognized that the method of evaluation will be to evaluate against the task performance criteria, the COR may also consider any information available to him or her which relates to the contractor's performance of contract requirements.
  - c. Within forty-five (45) working days of the contractor's self-assessment or after the end of each evaluation period, whichever is later the COR will:
    - (1) Unilaterally determine the percentage of available award fee earned; and
    - (2) Notify the contractor and the Contracting Officer (CO), in writing, of his decision along with an evaluation of the contractor's performance as measured against the award fee criteria.
  - d. Within forty-five (45) calendar days after receiving written notification from the COR, the CO will unilaterally amend the contract to authorize payment of any fee awarded by the COR. Provisional payment of potential award fee will be made in accordance with Clause H.37, *PAYMENT OF BASE AND AWARD FEE*, of the contract. In the event that the COR determines the contractor's performance to be unacceptable in any area of contract performance which is specified in the PEP, the COR may at his/her discretion determine the contractor's overall performance to be unacceptable and, accordingly, may withhold the entire award fee for the evaluation period. The decision of the COR shall be final.
9.
  - a. Each task will be evaluated using the task performance criteria. The total of the Task Performance Categories A and B will account for 50 percent of the total award fee percentage and the total of Categories C for 50 percent of the total award fee percentage.

- b. Award Fee will not be awarded on a Total Weight Rating below 89. The Range of Incentive Effectiveness is shown at the end of this plan with a graph illustrating the percentages of available award fee against the total weighted score.

**CONTRACTOR PERFORMANCE EVALUATION QUALITY ASSURANCE REPORT  
TASK PERFORMANCE CATEGORIES**

Ratings  
 Outstanding (100)  
 Good (99 - 95)  
 Satisfactory (94 - 90)  
 Unsatisfactory (89 - below)

Date \_\_\_\_\_ 20\_\_

Contract No. \_\_\_\_\_

Contractor \_\_\_\_\_

CATEGORY	CRITERIA	RATING POINTS	WEIGHTING FACTOR	WEIGHTED POINTS
<b>A</b>	<b>QUALITY OF WORK</b>			
	A1 Completeness	_____	X .125	_____
	A2 Accuracy	_____	X .125	_____
	A3 Effectiveness	_____	X .10	_____
<b>B</b>	<b>TIME OF DELIVERY</b>			
	B1 Adherence to Plan Schedule	_____	X .15	_____
	Category A & B Total Weighted Points			_____
<b>C</b>	<b>EFFECTIVENESS IN CONTROLLING AND/OR REDUCING COST</b>			
	C1 Complete Task within budget	_____	X .50	_____
	Category C Total Weighted Points			_____

TOTAL WEIGHTED RATING \_\_\_\_\_

Rated by: \_\_\_\_\_

Signature: \_\_\_\_\_

Note: Provide supporting data and/or justification for below satisfactory or outstanding item ratings. (All ratings initially start at **SATISFACTORY**.)

## PERFORMANCE MEASURES

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Performance Measures	Outstanding 100%	Good 99%-95%	Satisfactory 94-90%	Unsatisfactory 89% & Below
<b>Quality</b> Analyses and inputs are accurate and represent a thorough understanding of the elements involved and the impact to program.	Work products meet DOE needs without modifications. Work is well planned and controlled. Problems are quickly resolved. Excellent communication and reporting with Task Leader. Support personnel is highly qualified and motivated.	Work products meet DOE needs, but require minor modifications. Work is planned. Problems are resolved. Good communications and reporting with Task Leader. Support personnel is well qualified.	Work products require modification before meeting DOE needs. Some work is planned. Problems are adequately resolved. Adequate reporting with Team Leader. Support personnel is adequately qualified.	Work products require substantial modification to meet DOE needs. Most work is unplanned. Problems are slowly resolved. There is little communication with Task Leader. Support personnel is not well qualified.
<b>Timeliness</b> Products and services are done within established time frames and awareness of need dates and related impacts are considered.	Assignments are completed on time. 100% of tasks are completed on or ahead of schedule.	Most assignments are completed on time. 95% of tasks are completed on time.	Many assignments are completed on time. 90% of tasks are completed on time.	Some assignments are done on time. Less than 89% of tasks are completed on time.
<b>Cost</b> Estimated amount of cost needed to complete work scope is accurate. Tasks are completed within the cost proposed.	Costs are well managed and fully reported. 100% of tasks are completed within or below the cost estimate.	Costs are well managed within budget and reported on time. 95% of tasks are completed within the cost estimate.	Costs are reasonably managed and reported. 90% of tasks are completed within the cost estimate.	No apparent effort to control costs. Less than 89% of tasks are completed within the cost estimate.